

# How to apply for Scholarships for International Students

Scholarship information is available on our website and on the bulletin board in front of our office. Please check carefully the eligibility, deadline, application procedures, etc., before you apply.

Applying for scholarships that require the university recommendation

## Step 1: Registration

You must register with the OIAA every semester before applying for any scholarships, by submitting the “Minkan Shogakukin Shinsei Chosho” along with other necessary documents such as your academic transcripts and comments from your supervisor.

## Step 2: Choose scholarship

We provide scholarship information on our website, on the bulletin board outside our office, and in the Scholarship Information Files in our hallway, as soon as it becomes available. Check the eligibility, deadline, application procedures, etc., before you apply. Please note that the application form on our website might be an old version. You should check for the latest version in the Scholarship Information File or use the one that is distributed at our office. You must use the latest version.

## Step 3: Application by e-mail

Send an e-mail message to the OIAA, stating your intention to apply, your name, your student ID number, and your contact information.

- \* In principal, you don't have to submit any application documents prescribed by the foundation at this stage. However, depending on the scholarship, you may be asked to submit an essay in Japanese or other documents at the time of application. Please read the scholarship information carefully.

## Step 4: Internal (Graduate School of Medicine) screening

There will be an internal screening by the Graduate School of Medicine, based on previously submitted Minkan Shogakukin Shinsei Chosho and other documents. One or two students to be recommended by the Graduate School of Medicine. The number will vary depending on the scholarships. We will announce the result only to the successful candidates, by e-mail or telephone after the screening.

- \* Depending on the scholarship, we may require an oral presentation as part of the screening. Please read the scholarship information carefully.
- \* Please note that if you are selected but you cannot be reached, then your recommendation might be withdrawn. If you plan to be away while you are applying for a scholarship, before you leave you must inform the OIAA of the reason and the period of your absence.

## Step 5: Submission of the application documents

Students who pass the internal screening must submit the application documents prescribed by the foundation. The documents to be submitted vary with the scholarship. When we announce the result, we will explain the details.

- \* Some documents, such as a recommendation letter from the supervisor or a health certificate, might take some time to be obtained. You should start preparing such documents as early as possible.

## Step 6: Screening by Ryugakusei-ka (the University of Tokyo)

The Ryugakusei-ka (the University of Tokyo) will screen candidates recommended by the Graduate School of Medicine together with candidates from other graduate schools. The Ryugakusei-ka will select one or two students to be recommended by the University of Tokyo. The number recommended will vary with the scholarship. If you pass this screening, you will proceed to a final screening by the foundation.

Attention In principal, the University of Tokyo can recommend you only once a year. If you are not selected as a grantee, you can apply for other scholarships again. However, your priority for a recommendation may be lower than those of other students.

## Applying for direct -application scholarships

### **Step 1: Choose scholarship**

We provide scholarship information on our website, on the bulletin board outside our office, and in the Scholarship Information Files in our hallway, as soon as it becomes available. Check the eligibility, deadline, application procedures, etc., before you apply. Please note that the application form on our website might be an old version. You should check for the latest version in the Scholarship Information File or use the one that is distributed at our office. You must use the latest version.

### **Step 2: Apply**

You should prepare the necessary documents according to the instructions, and submit them directly to the foundation by the deadline. You don't need to submit anything to our office.

### **Step 3: Screening by the foundation**

There will be a screening by the foundation. They usually announce the result directly to the applicants. You must inform our office immediately if you are selected as a grantee.

**Office of International Academic Affairs**  
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